



# Vermont




**Entered the Union** 1791  
**Population (est. 1994):**  
 562,758 Rank: 48/50  
**Land Area (square miles):**  
 9,249 Rank: 43/50

**State Historical Records Coordinator:**  
 D. Gregory Sanford, State Archivist  
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
<b>State Archives Established:</b> 1782 law strengthened in 1990 <b>State Records Management Initiated:</b> 1937 <b>Archives Placement</b> Secretary of State, State Archives (SA) <b>Archives and Records Management Placement</b> Agency of Administration, General Services Department, Public Records Division (PRD)	<b>Total State Govt Expenditures (1993):</b> \$1,696,410,000 <b>Total Budget, Archives and Records Management (FY 1994):</b> \$754,438 See "Notes" section, below, for program elements included in budget and FTEs. <b>Percent of Total State Expenditures Allocated to Archives and Records:</b> 0.044 % Funding for both State Archives and Public Records Division has decreased over last 2 years.

STAFFING			
State Government FTEs (1992): 12,923		Number of Archives/Records FTEs per 1000 State FTEs: 1.32	
Archives & Records FTEs (1994): Total 17 Archives 3.5 Records Mgt 13.5		Average earnings for all full-time state employees (Oct. 1992): \$30,168	
		Salary ranges for entry level professionals Archivist \$22,568	

ACCESS TO RECORDS IN STATE ARCHIVES



**Reference services provided (FY 1994)**

**State Archives**

Individual daily visits	544
Mail requests	1,569
Telephone requests	2,129

**Public Records Division (total)** 57,752

Reference activity was relatively stable over last 2 years.

**Services provided free of charge:**

- Use of reference room (SA, PRD)
- Answers to in-state and out-of-state mail requests (SA)
- Photocopies and faxes of documents or finding aids (SA, PRD)
- E-mail reference (SA)
- Commercial use of documents/photos (SA)

**Services provided for a fee:**

- Answers to in-state and out-of-state mail requests (PRD)

No new fees have been instituted in last 2 years.

**Arrangement and description activities (FY 1994)**

Records arranged and described (SA) 100 cu. ft. (12 series)  
(PDA) 76 series

**Descriptions of holdings are provided through:**

Networks: VT Automated Library System (VALS)  
Telnet:: dol.state.vt.us  
Other: Dial-up catalog (802-828-2846, VALS-ARCCAT)

**Nonelectronic finding aids** available at State Archives describe 90% of holdings at series level; those available at Public Records Division describe 100% of holdings at series level.

**Published finding aids** produced by State Archives describe 30-40% of holdings at record group level

**Automated finding aids** accessible in-house and remotely describe 15% of State Archives holdings at the series level.

## FACILITIES


**State Archives Facility**  
 (owned by Secretary of State)

Constructed: 1983

Total storage capacity: 1,560 cu. ft.

 Percent now occupied: 95%  
 Will be full within 5 years.  
 No construction planned.

Existing environmental controls (NFPA standards):

 100% year-round temperature controls  
 100% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**Public Records Division Archival Facility**  
 (owned by Public Records Division)

Constructed: 1988

Total storage capacity: 4,000 cu. ft.

 Percent now occupied: 50%  
 Will be full in 10+ years.  
 No construction planned.

Existing environmental controls (NFPA standards):

 100% year-round temperature controls  
 100% year-round humidity controls  
 100% fire detection  
 100% fire suppression

**State Records Center**  
 (owned by Public Records Division)

Constructed: 1988 Renovated: 1991

Total storage capacity: 80,120 cu. ft.

 Percent now occupied: 60%  
 Will be full in 10+ years  
 No construction planned.

Existing environmental controls (NFPA standards):

 100% year-round temperature controls  
 100% year-round humidity controls  
 100% fire detection  
 100% fire suppression

## SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

**Technical assistance provided by State Archives (FY 1994):**

 Technical assistance to state agencies provided  
 through participation in Information Resource  
 Management Group

**Technical assistance provided by Pub Recs Div (FY 1994):**

No. of agencies served	90	(state agencies)
	246	(local govts)

**No. of local government units (1992):**

14	counties	278	school districts
50	municipalities	110	special districts
237	townships		

**Services to state agencies:**

 Training and consultation (PRD)  
 Micrographics services (PRD)

**Services to local governments:**

 Consultation and training (SA, PRD)  
 Publications (SA PRD)  
 Micrographics services (PRD)  
 Inventorying and processing. (PRD) State Archives has  
 authority to accept original archival records from local  
 governments.

## MICROGRAPHICS


**Microfilming activities by Public Records Division (FY 1994)**

Source document microfilming	3,208,408	images
COM	15,352	jackets
Processing	8,661	rolls
Duplicating	5,033	rolls
	2,502	fiche

Public Records Division provides centralized micrographics services for state and local government agencies.

Public Records Division has experienced redox problems.

Public Records Division stores security microfilm for state and local government agencies.

## PRESERVATION POLICIES AND SERVICES


**Preservation activities by State Archives (FY 1994)**

 25 sheets encapsulated  
 60 cu. ft. rehoused

Neither agency has a preservation officer nor employs a trained, full-time conservator.

State Archives provides conservation advice free of charge to state and local government agencies.

State Archives has both a preservation plan and a written disaster plan.

PRD does not have an agency preservation plan but does have a written disaster plan.

No statewide preservation plan is in place and no disaster response team exists.

**AUTOMATED APPLICATIONS****State Archives uses the following automated applications:**

Finding aids	Versatile (PRD), Word Perfect, Minaret (SA)
Accessioning	Versatile (PRD), Minaret (SA)
Records scheduling	Versatile (PRD)
Correspondence	Word Perfect (PRD, SA), Office Vision (PRD)
Space management	Versatile (PRD)
Bookkeeping	Word Perfect, Lotus, AS400 (PRD)
Publications	Word Perfect (PRD, SA)

**Electronic Mail**

State Archives uses government-wide e-mail system to communicate internally and externally with other state agencies and others via the Internet.

Public Records Division is working to establish e-mail capabilities with other state agencies and with others via the Internet.

NASIRE reports that government-wide e-mail was instituted with recent implementation of GovNet.

**ELECTRONIC RECORDS**

State Archives has an electronic records management program integrated with regular archival program.

State Archives has not accessioned and does not provide security storage for electronic records.

In September 1994, State Archives started work on NHPRC-funded electronic records grant (see "Special Projects," below).

In Public Records Division, electronic records management is integrated with regular program.

**RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES****Definition of a record**

1989 statute

Does not include electronic records or e-mail.

**Public's right to access to government records**  
provided in statute.

**Restrictions to specific classes of records**  
provided, no time limits on restrictions are set

**Permanent paper standards**  
None

**Optical imaging standards**  
None

**Admissibility of microfilm**

1959, 1977 statutes

**Admissibility of optical images**

None

**Admissibility of electronic records**

None

**Theft/defacement of a public record**

1979 statute Replevin

1988, 1989 statutes

**INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES****Information Resources Management**

Assigned to Chief Information Officer in Agency of Administration; CIO chairs IRM group of which State Archivist is a member.

**Information Policy Coordination**

Assigned to Chief Information Officer in Agency of Administration; State Archives is active in state's information policy work.

**Government Information Locator Service**

No activity reported.

**Electronic Access to Government Information and Services**

NASIRE reports that GovNet will provide capability for access.

NGA reports that Agency of Human Services developed a multimedia kiosk to improve public access to health, education, and other social services.

**SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS****State Archives Electronic Records Grant Project**

In September 1994, the Vermont State Archives began an NHPRC-funded electronic records grant. During the first six months of the project, the Archives linked accountability to the policy and planning function of state government and then did a functional decomposition of what is required to accomplish an accountability regime. Accountability is linked to records and recordkeeping and the decomposition broke out what has to be present to assure the evidential value of records in terms of legal, operational, fiscal, and managerial requirements.

During the second phase of the grant, the Archives is linking the components of accountability to the national and

international technical standards necessary to achieving those requirements in computer and telecommunications environment. We are also drafting policies governing recordkeeping practices and beginning to build partnerships with those state officers and managers with a historical commitment to accountability (the auditor's office, for example). One aspect of partnership building has been the involvement of the state archivist in an effort by House Government Operations to amend Vermont's public records laws to reflect the concerns raised by new technologies.

cont.

## Special Projects and Program Highlights, cont.

### Information Resource Management Advisory Council

In a related effort, the state archivist was made a member of the State's Information Resource Management Advisory

Council through an executive bulletin and is working to establish recordkeeping requirements as part of the review and approval function of the Council.

## SHRAB ACTIVITIES



### Strategic Plan Completed

The Vermont State Historical Society Board recently completed a strategic plan and is now drafting a regrant proposal.

## FOR FURTHER INFORMATION



### State Archives

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### Public Records Division

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## Notes

The State Archives and the Public Records Division both perform archival functions for the State of Vermont. The Public Records Division also performs records management functions.

### Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

## Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Christie Carter, Assistant State Archivist, Vermont State Archives, Office of the Secretary of State, 109 State Street, Montpelier, VT 05609-1103. Telephone: (802) 828-2397. Ann Ovitt, Information Specialist, Public Records Division, General Services Center, Drawer 33, Montpelier, VT 05633-7601. Telephone: (802) 828-3700.

Estimated State Population (July 1, 1994):  
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.